

# Shoreline Application Type II Review

Handout # 33 Revised 3/25/04

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## **What is the purpose of the Shoreline Permit process?**

The Shoreline Permit process is designed to recognize and protect shoreline areas of local and statewide significance while preserving its natural character, resources and ecology. The shoreline program is designed to focus on long-term versus short-term benefits. The purpose includes a commitment to increased access and recreational opportunities within publicly owned shoreline areas.

## **What areas are subject to shoreline review? (Refer to Drawing 1)**

Shoreline resource areas are:

- lakes & reservoirs 20 acres or greater in size;
- streams, creeks, or rivers where the mean annual flow is 20 cubic feet or greater per second.

Under the state Shoreline Management Act, the “shoreline” also includes:

The landward area within 200 horizontal feet of a stream floodway and, Ordinary High Water Mark (OHWM), and

the following water areas:

any “wetlands” associated with the above. An “associated wetland” may extend greater than 200 feet landward of the shoreline resource and include:

- marshes bogs, swamps,
- floodways, river deltas, and floodplains associated with the streams, lakes and tidal lands designated by the Department of Ecology.

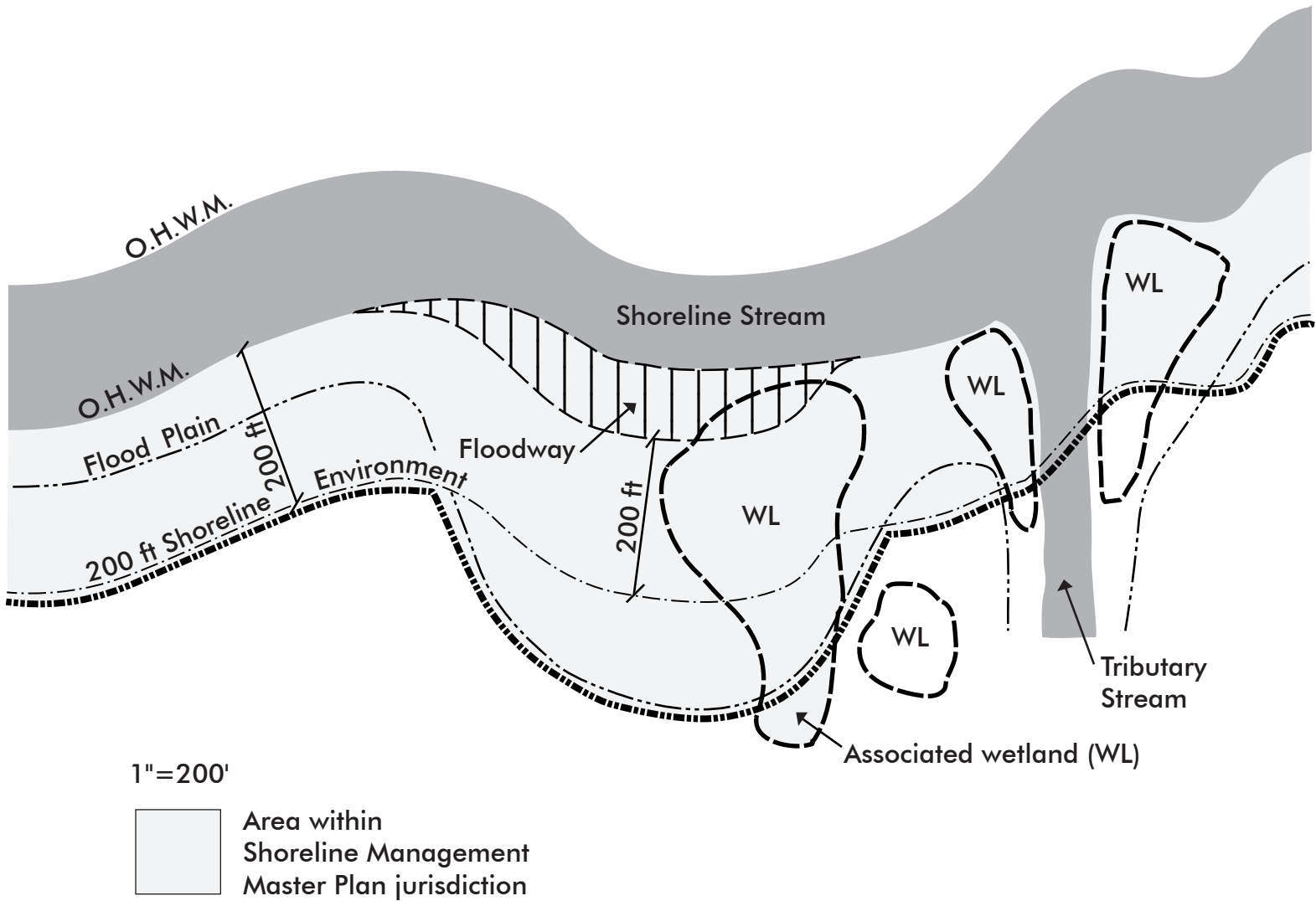
## **What is a “development”?**

According to the Clark County Shoreline Management Master Program (SMMP), “development” means:

- Any project of a permanent or temporary nature which interferes with, or restricts, the normal public use of the surface designated waters and associated shorelands;
- Construction or exterior alteration of structures;
- Dredging, drilling, dumping, filling, removal of any sand, gravel or minerals;
- Bulkheading or pile driving;
- Placing of obstructions; or ,
- A residential subdivision.
- Construction of a single-family residence.

# Drawing 1

## Shoreline Review Areas



### **Are any developments exempt from a shoreline review?**

The Shoreline Management Act acknowledges that some activities and minor developments commonly referred to as “Shoreline Exemptions” (SE) will not require a Shoreline Substantial Development Permit (SSDP).

The following 16 exemption categories are narrowly construed. Only those developments that meet the precise terms of one or more of the listed exemption categories may be granted an exemption. If any part of a proposed development is not eligible for an exemption, then the entire project is subject to a Shoreline Permit review. It is the applicant’s responsibility to prove that the proposed development qualifies for an exemption. The applicant shall submit a narrative identifying which exemption applies with a rationale justifying the exemption qualifications.

When a proposal is found exempt, the county will ensure the project’s consistency with:

- the Shoreline Management Act,
- the local Shoreline Management Master Program, and
- any attached conditions of approval.

### **Sixteen Exemptions from a Shoreline Substantial Development Permit**

1. The operation and maintenance of an agricultural drainage and dike system which existed before June 4, 1975.
2. The normal maintenance & repair of existing structures or developments as defined in Washington Administrative Code (WAC) 173-27-040(2)(b).
3. Normal protective bulkheads which solely protect an existing single-family residence. Such bulkhead protection does not include any yard, lawn, decks or other structures. Such bulkheads require a Shoreline Conditional Use Permit (SCUP).
4. Construction during an emergency when it is necessary to protect property from damage. A permit shall be applied for after the emergency work is complete. Flooding is not considered an emergency event where it is a normal occurrence.
5. Normal and necessary construction/practices related to agricultural activities, such as crop farming, animal husbandry, nurseries and poultry farming.
6. Construction or modification of navigational aids.
7. Construction of a single-family residence and appurtenances, which comply with all requirements of the applicable Shoreline Environment.
8. Construction of a non-commercial dock. A SCUP is required for any private dock in a Rural or Conservancy Shoreline Environment.
9. The operation, maintenance, or construction of an irrigation system.
10. The marking of property lines or corners of state owned lands.

11. A development with a fair market value of less than \$5,000, such as a small shed.
12. The siting of thermal power plants.
13. Site exploration and investigation activities that are prerequisite to the preparation of a permit.
14. The process of removing or controlling aquatic noxious weeds.
15. Watershed restoration projects.
16. Public or private projects which improve fish and wildlife habitat and fish passage.

**Over the last couple of years, I have been losing my lawn area to erosion. Am I required to obtain a Shoreline Permit to put in a normal protective bulkhead and replace the ground that I have lost?**

Yes. A SCUP is required to place a normal protective bulkhead constructed to create dry land. Any ground lost due to erosion may not be replaced and you may not fill behind any new bulkhead unless approved as part of a SCUP.

**Can I put in an “emergency” bulkhead or place some riprap along a shoreline to stop erosion?**

The SMMP specifies that immediate action may be taken in response to an emergency. It defines an emergency as an unanticipated and imminent threat to public health, safety, or the environment. Upon abatement of the emergency, a Shoreline Permit shall be obtained to ensure that any development was carried out in accordance with the SMMP requirements.

Flooding, as a seasonal event, can be anticipated and when it occurs, it is not an “emergency”. Therefore, bulkheads and shoreline protection measures may be constructed in anticipation of predictable events, subject to an approved Shoreline Permit. A Floodplain Permit and Hydraulic Permit Approval (HPA) may also be required.

**Can I include future additions and plans for several projects within a single permit?**

Yes, a single permit may include several projects. For example, if you apply for a SCUP to build a pool next to your house, the application may include a deck, BBQ pit, landscaping, and the pump-house. The SCUP could even include approval for the siting of a future hot tub, which you plan to install within five years.

**How do I find out what type of Shoreline Environment is designated on my property?**

Contact the Clark County Department of Community Development Customer Service Counter, and advise them of your address, or parcel number.

## **How does the shoreline designation on my property affect my ability to build a residential structure?**

The shoreline program allows single-family residential structures to be built on legal lots of record. Residential development within a shoreline environment may result in adverse long-term on-site and downstream impacts, so it encumbers the property owner with substantial responsibilities. These residences may not require a SSDP, but they are subject to the regulations of the SMMP, and require submittal of a State Environmental Protection Act (SEPA) checklist.

Examples of SMMP regulations which shall be complied with:

- 35-foot maximum building height
- Shoreline setbacks, which vary depending upon the designated shoreline environment for your of property:
  - Urban environment - 35 feet
  - Rural environment- 50 feet
  - Conservancy environment - 100 feet

In addition to height and setback regulations, the shoreline program regulates other aspects of residential uses. The shoreline program recognizes that there are “appurtenant” uses that are necessarily connected to the enjoyment of single family residences. Normal appurtenances include a garage, a driveway, utilities, and in some cases, a septic tank and drainfield. The construction of a single-family residence and its appurtenances often do not require a Shoreline Permit.

Accessory uses and accessory structures not listed as an appurtenance require shoreline review and permits. Examples of accessory structures/uses are home businesses, pools, retaining walls, stairways, landscaping, shop buildings, hot tubs, spas, bridges, roads, shared driveways, riding arenas, patios, and tennis/basketball courts. Any of these uses, while normally considered accessory to the residence, require shoreline permit review.

## **What are the four designated Shoreline Environment types?**

There are four shoreline environments identified in the County’s Shoreline Management Master Program, which provide the basis for applying management criteria.

1. **Urban** – an area of high intensity land use, presently subject to extremely intensive use pressures, as well as areas planned to accommodate future urban growth.
2. **Rural** – an area characterized by intensive agriculture and recreation uses. Such areas have high capability to support agricultural practices and intensive recreational development.
3. **Conservancy** – an area of sparse, scattered settlements existing relatively free of urban activity. Such areas are relatively intolerant to intensive land uses due to biophysical characteristics.

4. **Natural** – an area of unique natural or cultural features and/or high aesthetic quality, considered valuable in its natural or original condition.

The only Natural Shoreline Environment in Clark County is the west half of Battle Ground Lake.

### **What are the four Shoreline Permit types?**

1. **Shoreline Substantial Development Permits (SSDP)**  
The basic Shoreline Permit required for any development within a shoreline environment valued at more than \$5,000.00 or that is not otherwise exempt. WAC 173.27.030 (8)
2. **Shoreline Conditional Use Permit (SCUP)**  
A “Conditional Use” project within a shoreline environment.
3. **Shoreline Variance Permit (SVP)**  
A variance permit for a proposal within a shoreline environment limited to granting relief from specific bulk, dimensional or performance standards set forth in the shoreline master program. The applicant shall demonstrate that there are extraordinary circumstances relating to the physical character or configuration of property, which impose unnecessary hardships.
4. **Shoreline Exemption (SE)**  
A project within a shoreline environment, which meets exemption criteria, is only exempt from the need to obtain a SSDP. The project must still comply with the regulations of the shoreline master program.  
  
Shoreline exemptions do not apply to any project that requires a SCUP or a SVP.

### **What type of review process are Shoreline Permits reviewed as?**

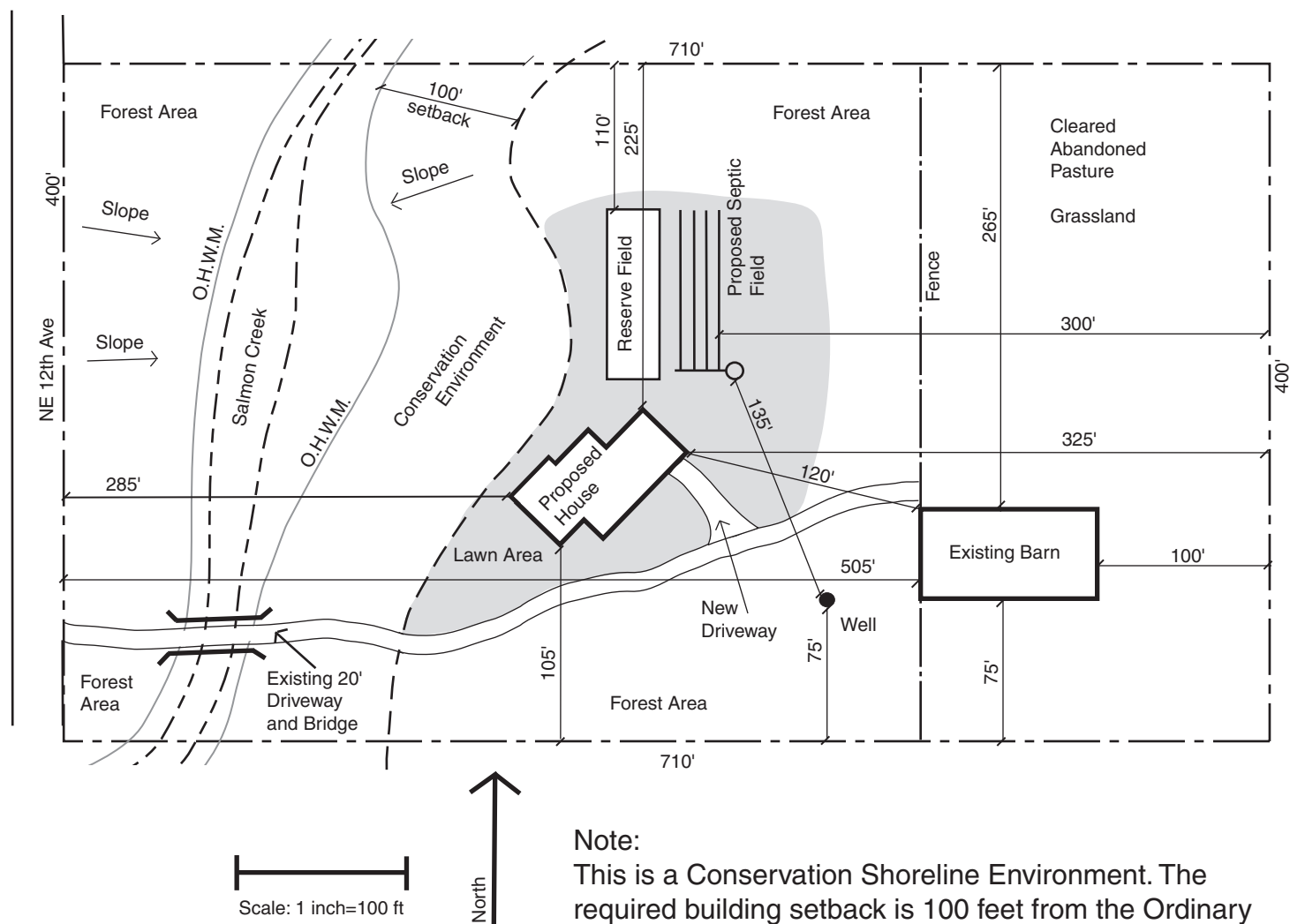
All four types of shoreline permits are reviewed through the county’s Type II Review process.

### **What is a Type II Review process?**

A Type II review process requires a ministerial decision by the Shoreline Management Review Committee (SMRC). In making the decision, the SMRC must determine if the proposed development meets the requirements of the applicable sections of the Clark County Code (CCC). This decision is made after reviewing the proposal and considering written comments received from the public.

For SSDP and SE cases, final “approval” decisions are made by SMRC. These decisions may be appealed by the Department of Ecology (DOE) to the Shoreline Hearings Board (SHB).

# Sample Shoreline Site Plan



For SCUP and SVP cases, DOE makes final decisions on recommendations from SMRC, and/or a Hearings Examiner. The DOE decision may be appealed to the SHB.

SMRC may recommend denial for all four types of Shoreline Permits. These recommendations are forwarded to a public hearing before a Hearings Examiner. The Hearings Examiner will forward a recommendation to DOE for a decision.

### **Is a pre-application conference required?**

Yes. The fee for a pre-application conference is **\$1,004**. The requirement for a conference may be waived if the Planning Director determines that the proposal is relatively simple. A waiver requires the applicant to submit a completed "Pre-Application Review Waiver Request Form" and fee in the amount of **\$139**.

Staff will prepare a pre-application conference summary report outlining all submittal requirements and fees to pay to Clark County for permit processing.

### **How do I file an application?**

Once the pre-application conference process is completed, the next step is to submit a complete application together with the required number of copies and fees. Submit the package to Community Development's Customer Service staff, located at Customer Service Center at 1300 Franklin Street, Vancouver.

### **What constitutes a "complete" application submittal?**

Submittal of:

- ☐ A completed Joint Aquatic Resource Permit Application (JARPA) (**attached**)
- ☐ A Site Plan (**see attached sample Site Plan and Submittal Requirements**)
- ☐ A of a vicinity map (a small scale map showing the parcel in relation to major highways, roads, water bodies and landmarks)
- ☐ A completed SEPA checklist
- ☐ Narrative

### **Shoreline Permit Application Review Process (See attached Process Flow Chart)**

Step 1 - Within one year of having a Pre-application Conference with county staff, the applicant shall submit an application and fees to Customer Service staff.

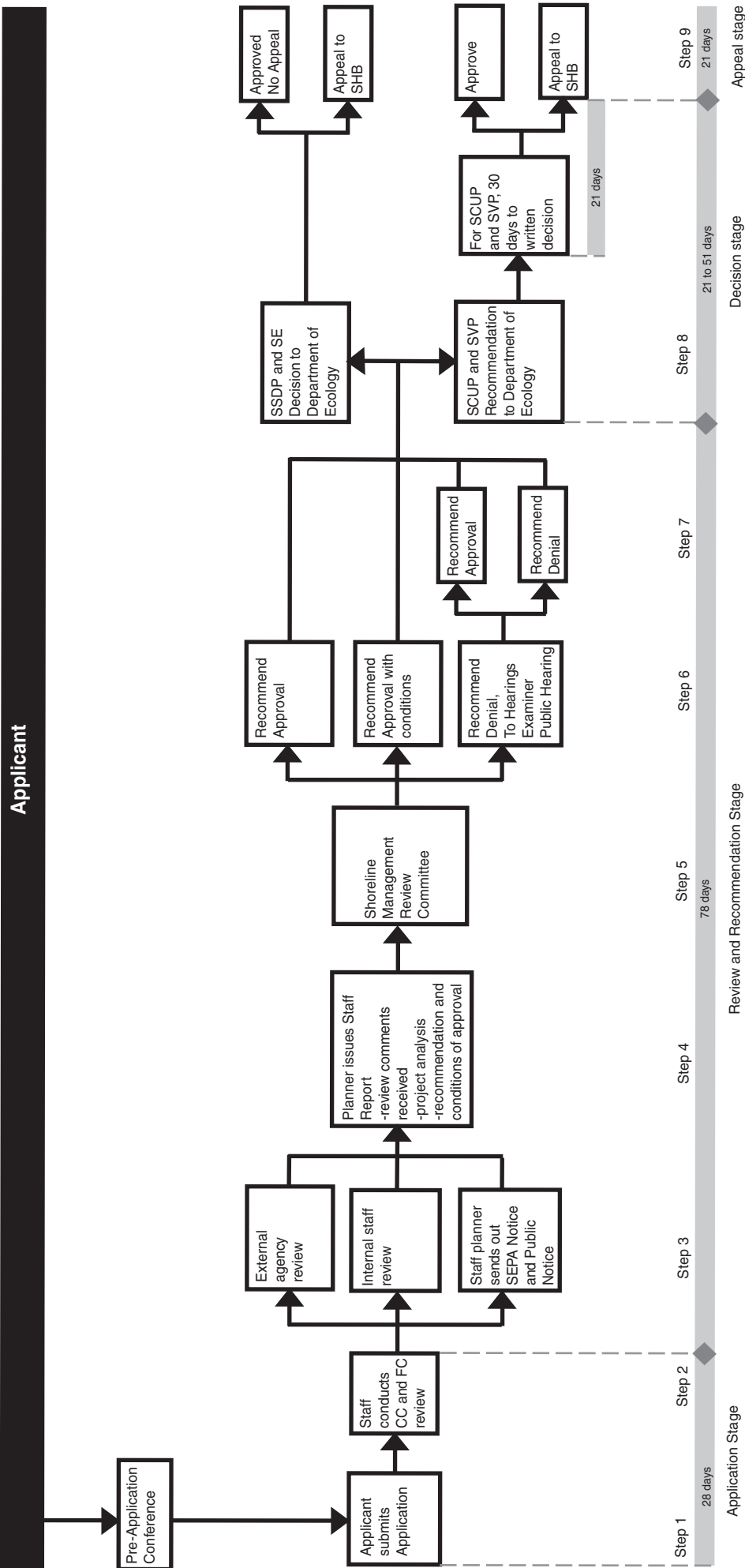
Step 2 - Within the next 28 days, staff will conduct counter and fully compete reviews to ensure that all required submittal materials are filed with the application.

Step 3 – Once a fully complete determination is made, staff will route copies of the proposal for comments to other agencies and internal staff. Staff will send out a SEPA notice and public notice stating that an application was filed.

Step 4 - The staff planner will review comments on the project and prepare a staff report and recommendation including a SEPA determination.



# Development Review Shoreline Permit Process



**Key:**  
 CC = Counter Complete  
 FC = Fully Complete  
 SEPA = State Environmental Policy Act  
 SHB = Shoreline Hearings Board  
 SE = Shoreline Exemption  
 SCUP = Shoreline Conditional Use Permit  
 SVP = Shoreline Variance Permit  
 SSDP = Shoreline Substantial Development Permit

Step 5 - The SMRC is responsible for the review of Shoreline Permits. The SMRC consists of the Directors (or their designated representative) of Public Works, Community Development, and Parks. SMRC meetings are not public hearings.

After considering the application, staff report, and any other relevant material, the SMRC will take one of the following actions:

- (1) Recommend approval of the project as proposed,
- (2) Recommend approval of the project with specified conditions; or
- (3) Formulate a recommendation to deny the application and forward it to the hearing examiner for action.

Step 6 - If the SMRC recommends project approval, a copy of the recommendation and staff report are mailed to the Department of Ecology.

Step 7 - If the SMRC recommends denial, "action. (3)" above, the hearings examiner will conduct a public hearing. The examiner may accept or modify the SMRC recommendation; either support or deny the recommendation. A copy of the staff report and the hearing examiner's recommendation is then mailed to the Department of Ecology for a decision.

Step 8 - The Washington State Department of Ecology has the final review authority for Shoreline Permits.

- *For Shoreline Conditional Use Permits (SCUP) & A Shoreline Variance Permits (SVP)*

The Department will review the application and county recommendations, and issue a written decision within 30 days.

- *For Shoreline Substantial Development Permits (SSDP) & Shoreline Exemptions (SE)*

The Department has 21 days to accept the county's recommendation, or file an appeal to the Shoreline Hearing Board. If an appeal is not filed the Shoreline Substantial Development Permit or Shoreline Exemption is approved.

Step 9 - Any appeal of a Department of Ecology decision shall be filed with the Shoreline Hearings Board within 21 days of the decision date.

A proposed project may not proceed until the expiration of the 21-day appeal period. If an appeal is not filed before the 21-day expiration date, the county will issue the Shoreline Permit allowing the project to proceed in accordance with its conditions of approval.

### **What is a SEPA determination?**

The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of a proposed shoreline project. County staff and interested agencies will review the shoreline application to determine its

compliance with applicable Federal, State and County Code. This process will conclude in a determination as to whether any impacts will be:

- considered non-significant (DNS),
- whether they can be mitigated to non-significance (MDNS), or
- whether there will be any impact of significance (DS).

For a DNS or MDNS determination, the staff report will include an analysis of specific issues related to impacts affecting the site. If a DS determination is made, the applicant shall prepare an Environmental Impact Statement (EIS) before the county will review the proposal. The SEPA determination is published in the Columbian Newspaper.

### **What is a staff report?**

Staff will prepare a report that summarizes a review of the proposal against the requirements of the Clark County Code (CCC), the Clark County Shoreline Management Master Program (SMMP) and the State Environmental Policy Act. The report will include a project description, project analysis and a recommendation to the SMRC.

If the SMRC does not approve the project, a staff report will be forwarded to the Hearings Examiner stating why the staff and the SMRC recommend denial. This written report is mailed to the applicant, and all parties of record, at least 14 calendar days before any public hearing on this matter.

### **What kind of public notice is provided?**

Public notice that an application has been filed will be mailed out to adjacent property owners within 14 calendar days after the project has been deemed "Fully Complete." The notice will request any written comments on the proposal be filed within 30 days.

If a public hearing, for a denial consideration is required, a hearing notice will be provided at least 15 calendar days before the hearing. The hearing notice will describe the proposal, advising of the date, time and place of the hearing and will be:

- Posted at the site;
- Published in the newspaper;
- Mailed to property owners as shown as the latest recorded real property owner, within a 300' radius ( if within an urban growth boundary), and a 500 ' radius outside an urban growth boundary) of the project site; and,
- Mailed to the applicant.

### **Will a public hearing be held? How often are they scheduled?**

Shoreline permits do not require a public hearing. The SMRC is responsible for making local decisions and recommendations. The SMRC convenes as often as necessary, on the call of the Chairman to review shoreline permit requests. The SMRC meets to consider the application, the staff report, and all other relevant

material (which may include any previous submittals from the public or applicant). The SMRC meeting is not a “public hearing” and cannot be used to submit material or comment on the project. A public hearing before Hearings Examiner will only be held if the staff report and SMRC recommend denial of a project.

### **What happens at the public hearing and when do I get to speak?**

First, the applicant or their representative presents an overview of the proposed project. The presentation should provide a detailed description of the project and design considerations, showing the site plan and other drawings.

Once the overview is completed, the applicant may raise issues regarding the staff report and SMRC recommendations. At this time, the applicant may address issues that they believe may be brought up during the public testimony portion of the hearing, and/or issues they believe the Hearings Examiner may raise.

When the applicant’s presentation is complete, either county staff or a SMRC member, will present an overview of the analysis, findings and recommendation as to whether the application meets or exceeds the approval criteria.

Following the staff presentation, the hearing is open to the general public for their testimony.

Once all the public testimony has been presented, the applicant has the opportunity to provide rebuttal testimony.

The Hearings Examiner then closes the public testimony portion of the hearing and gives instruction about how and when the decision will be made.

### **When will I receive a decision on my application?**

A copy of the staff report will be mailed to the applicant, the neighborhood association, and any party of record who requests a copy. The SMRC will accept any written comments until the beginning of the SMRC meeting. After the SMRC has made its decision, a written recommendation will be forwarded to the Department of Ecology for review. A copy of the recommendation will be mailed to the applicant, the neighborhood association, or to any party of record who submits a written request for a copy.

A copy of any decision by the Department of Ecology can be requested from that agency by submitting a written request to the address noted on the SMRC decision.

The Department of Ecology often issues the final decision. Project work is not authorized to begin until after the 21-day appeal period of the decision has expired. Any work done before the expiration of the 21-day appeal period is illegal and done at the owner’s risk.

**After the shoreline decision is approved, what is next?**

Upon expiration of the 21-day appeal period, the project may proceed, subject to the conditions of approval that are attached to the shoreline permit.

In some cases, a condition of approval will require notifying the Department of Ecology at least one week before commencing any ground disturbance activity or construction within a shoreline environment. Upon completion of the project, the Department of Ecology shall be notified to schedule a post-construction inspection.

**Can the decision be appealed?**

Final shoreline permit decisions may be appealed to the Shorelines Hearings Board within 21 days of the date of a final decision. The petitioner shall serve copies of the appeal on the Department of Ecology and the Office of the Attorney General for Washington State. The Shorelines Hearings Board will issue its written decision within 180 days of date of an appeal. A complete explanation and the complete rules for appeals can be found in RCW 90.58.180.

**This handout is not a substitute for county code or state law. Before beginning any land use activity, please refer to the Clark County Shoreline Management Master Program.**

# Use Limitations within Shoreline Environments

☐ Permitted Use    
 ☒ Conditional Use    
 ☒ Conditional Use Except Single Family Are Permitted    
 ☒ Prohibited Use

USE/ACTIVITY	Shoreline Environments			
	URBAN	RURAL	CONSERVANCY	NATURAL
agriculture	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
aquaculture	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
breakwaters	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
bulkheads	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
commercial	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
dredging	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
forest practice	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
historic site modification	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
jetties & groins	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
landfill	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
marinas	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
mining	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
piers	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
ports & industry	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
recreation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
residential development	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
roads & railroads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
shoreline protection	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
signs	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
solid waste disposal	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
utilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## SUBMITTAL REQUIREMENTS TYPE II SHORELINE APPLICATION

Please contact the Customer Service Center staff at 1408 Franklin Street, Vancouver, for filing applications and fees or with procedural questions related to filing applications.

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e.,     ) must be submitted before the application will be considered “**Counter Complete**.” All items with a box to the left must be submitted before the application will be determined “**Fully Complete**.” All bulleted items must be submitted, as applicable, but are not a “Fully Complete” requirement. **(Note: The Pre-Application Conference Report will indicate any additional/exempted submittal requirements).**

At the time of application, only **one copy of the main submittal** with original signatures **shall be submitted and bound by a jumbo clip or rubber band**. One copy of any **special studies** (e.g., wetland, floodplain, etc) **shall also be submitted, but bound separately**.

Once the original application contains all the required information, the applicant will be contacted to submit additional copies of the main submittal and any special studies, with revisions.

1.      **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that provides the project name and applicant’s name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2.      **JARPA APPLICATION FORM**- Submit a JARPA application; the original signed in ink by the applicant.
3.      **ASSOCIATED APPLICATIONS & FEES**- Applications and fees associated with the Shoreline Permit (e.g. archeological, wetland, habitat, floodplain, geo-hazard, etc.) shall be submitted with this application (see Pre-Application Conference Report).
4.      **STATE ENVIRONMENTAL REVIEW**- Submit a State Environmental Policy Act (SEPA) Environmental Checklist; the original shall be signed in ink by the applicant.
5.      **APPLICATION FEE** - The requisite fee for each permit review shall accompany the application. Payment checks shall be made payable to "Clark County Community Development".
6.      **PRE-APPLICATION CONFERENCE REPORT** – Submit a copy of the “Pre-Application Conference Report”.
7.      **DEVELOPER’S GIS PACKET INFORMATION**- Submit a copy of the “Developer’s GIS Packet” with the application submittal package. The “Developer’s GIS Packet” is available at the Customer Service Center for \$30.00, and contains the following information:
  - General Location Map

- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map
- Environmental Constraints Map
- Quarter Section Map

**8. \_\_ NARRATIVE-** Submit a written narrative that addresses the following:

- ☐ How the issues identified in the pre-application conference has been addressed.
- ☐ How the application meets or exceeds each of the applicable approval criteria and standards.

**9. \_\_ LEGAL LOT DETERMINATION INFORMATION, IF REQUIRED-** In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted:

- ☐ Current owner's deed if lot determination not required, as specified in the Pre-Application Conference Report, or one of the following:
- ☐ Prior County short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; or,
- ☐ Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor's lot number.

**10. \_\_ PROPOSED SITE PLAN-** The proposed site plan shall be drawn to a minimum engineer's scale of 1" = 200' on a sheet no larger than 24" x 36".

The following information shall be clearly depicted on the proposed site plan:

- ☐ A north directional arrow, scale and date;
- ☐ Location and names of adjacent streets or roads;
- ☐ Location of the Ordinary High Water Mark (OHWM) identified as the line of vegetation along a shoreline; also swamp areas and flood plains, which are associated with the water bodies;
- ☐ Boundaries of the site including any adjacent and/or contiguous parcels under the ownership or control of the owner/applicant. Location and length of all property lines enclosing the legal lot;
- ☐ Location and use of all existing:
  - buildings/structures, including dimensions and setback distances from all structures to the nearest property lines and all other noted features;
  - wells, septic fields or
  - other utilities.
- ☐ Location of proposed structures:
  - driveways, and turn-arounds,
  - wells, septic fields; or
  - other utilities.
  - Include distance dimensions to the nearest property lines or any other existing feature noted above.
- ☐ If a septic tank is part of the development proposal, does it comply with local and state health regulations?



- ☐ Identify existing natural features:
  - streams, ponds, known wetlands;
  - steep slopes; and
  - the general pattern of forested and cultivated areas.
  - Include measurements from these natural features to existing and proposed items noted above.
- ☐ Identify existing and proposed yard areas to be maintained as lawn;
- ☐ Identify the areas where existing vegetation is to be removed; and
- ☐ Provide five-foot contour intervals for proposed land contours if any development involves grading, cutting, filling, or other alterations of existing contours.
- ☐ Typical cross-sections showing:
  - existing ground elevations;
  - proposed ground elevations;
  - height of existing structures; and
  - height of proposed structures
- ☐ Identify source, composition, and volume of imported fill material;
- ☐ Identify composition and volume of any extracted materials; identify proposed disposal area;
- ☐ Show the shoreline; and
- ☐ Identify the type of Shoreline Environment designated in the Clark County Shoreline Management Master Program.

#### **GENERAL INFORMATION**

- ☐ Applicant's name, mailing address and phone number;
- ☐ Owner's name and mailing address;
- ☐ Contact person's name, mailing address, and phone number;
- ☐ Vicinity map covering ¼ mile radius from the development site; and,
- ☐ Area of the site in acres or square feet.

#### **11. SUBMITTAL COPIES:**

\_\_\_ One copy of the main submittal, bound by a jumbo clip or rubber band, with original signatures; and,

\_\_\_ One copy of any special studies (e.g., archaeological, wetland, floodplain, etc) and bound separately.

When all required information is submitted with the original application, the applicant will be directed to submit five (5) additional individually bound copies of the main submittal, including copies of the "Developer's GIS Packet". The applicant will also be directed to submit additional individually bound copies of any special studies as identified below. These copies must contain any revisions or additional information required in the Fully Complete review, and be bound using jumbo clips, stapled, comb or spiral binding, etc.

Copies of any special studies (as identified within the "Pre-Application Report") as following:

- ☐ 1 original and 3 copies – Archaeological Pre-Determination Report;
- ☐ 1 original - Archaeological Survey under separate cover directly to Archaeological Review Coordinator;
- ☐ 1 original and 2 copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, and wetland);and,
- \_\_\_ Include reduced copies of 11" x 17" for all sheets larger than 11" x 17."

**Staff Notes:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

This application was determined to be Counter Complete on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Community Development Specialist: \_\_\_\_\_

## TYPE II SHORELINE FEE SCHEDULE

The following fees are required for submittal of a Shoreline Permit application. These fees are to be paid at the time of application.

- |  |   |
|--|---|
| <input type="checkbox"/> Substantial Shoreline Development Permit:     | <u>\$ 3,543.00</u>                          |
| <input type="checkbox"/> Shoreline Conditional Use or Variance Permit: | <u>\$ 4,406.00</u>                          |
| <input type="checkbox"/> Shoreline Exemption:                          | No Charge                                   |
| <input type="checkbox"/> Lot Determination Fee:                        | <u>\$ 511.00</u> + 187 per lot over 2 lots* |
- \* This fee is not required if a previous legal review has been done.

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**TOTAL**

**\$ \_\_\_\_\_**

**Department of Community Development  
1300 Franklin Street  
P.O. Box 9810  
Vancouver, WA. 98666-9810  
Phone: (360) 397-2375; Fax: (360) 397-2011  
Web Page at: <http://www.clark.wa.gov>**

# DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



<b>PROJECT NAME:</b>		
<b>TYPE(S) OF APPLICATION (See Reverse Side):</b>		
<b>DESCRIPTION OF PROPOSAL:</b>		
<b>APPLICANT NAME:</b>	Address:	
E-mail Address:	Phone and Fax:	
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
<b>CONTACT PERSON NAME</b> (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
<b>PROJECT SITE INFORMATION:</b> Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

## AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

<b>Assigned at Customer Service Center</b>	<b>CASE NUMBER:</b>	
	<b>WORK ORDER NUMBER:</b>	

## **APPLICATION TYPES**

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

### **Environmental/Critical Areas:**

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

### **Land Division:**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

### **Miscellaneous:**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

### **Planning Director Review:**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change